



**National Transport  
and Safety Authority**

**CONTINUOUS  
REGISTRATION DOCUMENT  
FOR PREFERENCE AND  
RESERVATION SCHEEM FOR  
PROSPECTIVE SUPPLIERS OF  
GOODS, WORKS, SERVICES AND  
CONSULTANCIES**

**FOR FINANCIAL YEARS 2016/2017  
AND 2017/2018**

**NTSA-/REG/0XX/2016-2018**

**NATIONAL TRANSPORT AND SAFETY AUTHORITY  
HILL PARK PLAZA,  
UPPER HILLROAD  
P.O. BOX 3206 – 00506  
NAIROBI.**

**JUNE 2016**

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# National Transport and Safety Authority

## REGISTRATION FOR SUPPLIERS FOR GOODS, WORKS, SERVICES AND CONSULTANCIES FOR FINANCIAL YEARS 2016/2018 AND 2017/2018 UNDER PREFERENCE AND RESERVATIONS SCHEME

National Transport and Safety Authority (hereinafter “NTSA”), was established through an Act of Parliament; Act Number 33 on 26th October 2012 with the objective of harmonizing the operations of key road transport departments and help in effectively managing the road transport sub-sector and minimizing loss of lives through road crashes.

### 1. REGISTRATION UNDER PREFERENCE AND RESERVATIONS SCHEME

Pursuant to Section 157(10) of the Public Procurement and Asset Disposal Act, 2015, NTSA wishes to advise Youth, Women and Persons living with Disabilities ( hereinafter YWPD) that it allocates to these groups at least thirty percent of its identified procurement spend in every financial year.

In order to be considered for these procurement opportunities duly registered YWPD firms are required to submit applications and the listed documents for registration for the specified list of categories of supplies, services or works which may be obtained from our website at <http://www.ntsago.ke> or <http://supplier.treasury.go.ke> for purposes of inviting them on rotational basis for subsequent tendering proceedings such as request for quotations or restricted tendering that may arise over a period of two years. Applications are to be submitted on a continuous basis to the address below or by email to [procurement@ntsago.ke](mailto:procurement@ntsago.ke):

1. Registration Submission Form addressed to Director General indicating the area or category of interest
2. Company /Business Registration Certificate
3. The National Treasury AGPO Certification for Youth, Women or PWD and necessary registration for those seeking consideration for works
4. Latest CR 12 Certificate for Companies
5. List of Directors/Proprietors and their Identification documents
6. Valid Tax Compliance Certificates
7. Duly completed business questionnaire
8. Bank Reference Letter with a disclosure of the mandatory signatories to the account
9. Sworn Anti-Corruption Affidavit Form

In view of the above, NTSA will hold a sensitization workshop for the above groups on Friday 24<sup>th</sup> June, 2016 at 9.00 am to 12.00 noon in our offices at Hill Park Building. Interested and duly registered firms are requested to make reservations for the workshop by sending a request for reservation to [procurement@ntsago.ke](mailto:procurement@ntsago.ke) for one representative who should be either a director or proprietor. Admission to the venue will strictly be for those who make reservations which **MUST** be received by close of business Tuesday 21<sup>st</sup> June, 2016.

Registration documents are to be submitted on a continuous basis by email to [procurement@ntsago.ke](mailto:procurement@ntsago.ke) accompanied with above listed documents or be submitted in plain sealed envelopes clearly marked “**Registration Category No:** NTSA-REG---/2016-2018” and sent deposited in the Tender Box located on the Ground Floor of our offices or be addressed to:

**Director General  
National Transport and Safety Authority  
Hill Park Building, Lower Hill Road  
P.O Box 3206-00506, Nairobi Kenya.**

National Transport and Safety Authority reserves the right to accept or reject an application and is not obliged to assign reasons for its decision thereof save as provided under written law.

**Any canvassing or giving of false information will lead to automatic disqualification.**

**Director General**

**CATEGORY A: SUPPLY OF GOODS:**

NO.	CODE	DESCRIPTION OF ITEMS	ELIGIBILITY
1.	NTSA/REG/001/2016 2018	- Supply and delivery of general office stationery and computer stationery	YWPD
2.	NTSA/REG/002/2016 2018	- Supply and delivery of toners, cartridges and general computer consumables and accessories	YWPD
3.	NTSA/REG/003/2016 2018	- Supply of Newspapers, periodicals, airtime and data bundles	YWPD
4.	NTSA/REG/004/2016 2018	- Supply of mobile handsets, telephone secretarial sets/headsets and telecommunication equipment	YWPD
5.	NTSA/REG/005/2016 2018	- Designing, Printing and delivery of corporate promotional materials (T-shirts, Caps, Banners, fliers, brochures etc).	YWPD
6.	NTSA/REG/006/2016 2018	- Supply of electrical and hardware items	YWPD
7.	NTSA/REG/007/2016 2018	- Provision of General Printing Services	YWPD
8.	NTSA/REG/008/2016 2018	- Supply and Delivery of Road Furniture (Road Marking, Safety signage and Guard Railing)	YWPD
9.	NTSA/REG/009/2016 2018	- Supply of General Office consumables, bottled drinking water, milk, sugar, tea bags, detergents , toiletries etc.	YWPD

**CATEGORY B: PROVISION OF SERVICES:**

NO.	CODE	DESCRIPTION OF ITEMS	
10	NTSA/REG/010/2016 2018	- Repair and maintenance of air conditioning, and Refrigeration equipment	YWPD
11	NTSA/REG/011/2016 2018	- Provision of fumigation, pest control and sanitary services	YWPD
12	NTSA/REG/012/2016 2018	- Provision of air ticketing services. (IATA registered firms)	YWPD
13	NTSA/REG/013/2016 2018	- Provision of landscaping, gardening and maintenance.	YWPD
14	NTSA/REG/014/2016 2018	- Minor renovations, repairs, painting of buildings and structures	YWPD
15	NTSA/REG/015/2016 2018	- Provision of Internet services	YWPD

17	NTSA/REG/017/2016 2018	-	Provision of Car hire and Taxi services	YWPD
18	NTSA/REG/018/2016 2018	-	Provision of Tagging of Assets Services	YWPD
19	NTSA/REG/019/2016 2018	-	Provision of signage and outdoor advertising services ( bill boards and related services)	YWPD
20	NTSA/REG/020/2016 2018	-	Provision of Cleaning and Garbage Collection services	YWPD
21	NTSA/REG/021/2016 2018	-	Provision of photography, video coverage, Public Address system and related services	YWPD
22	NTSA/REG/022/2016 2018	-	Provision of Events Management and related services	YWPD
23	NTSA/REG/023/2016 2018	-	Provision of chairs, tents, decorations and related services	YWPD
24	NTSA/REG/024/2016 2018	-	Provision of office repairs, paintings constructions, partitioning's and renovations- Small Works	YWPD
25	NTSA/REG/025/2016 2018	-	Provision of office repairs, constructions, partitioning's and renovations- Major Works	YWPD
26	NTSA/PRQ/026/2016- 2018	-	Provision of Outside Catering Services	YWPD

**CATEGORY C: PROVISION OF CONSULTANCY SERVICES:**

NO.	CODE	DESCRIPTION OF ITEMS	
27	NTSA/REG/027/2016- 2018	Production of Radio and TV infomercials and Documentaries	YWPD

## SECTION I. INFORMATION TO CANDIDATES

### INTRODUCTION

- 1.1. National Transport and Safety Authority (NTSA) wishes to register and enlist prospective bidders among those who will have submitted their pre-qualification documents, in accordance with the pre-qualification requirements to undertake the assignments described herein for a period of two (2) years subject to satisfactory performance.
- 1.2. The Pre-qualification/registration document and the response thereof shall be the basis for Pre-qualification/registration. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing the response.
- 1.3. NTSA does not bind itself for supply of the goods or provision of any service but shall endeavour to ensure tenderers will be treated equitably.
- 1.4. Applicants will be informed in writing of the results of the application.
- 1.5. Tenderers will meet all costs associated with preparation and submission of their applications.
- 1.6. It is NTSA's policy to require that Tenderers observe the highest standard of ethics during selection and execution of its contracts. In pursuance of this policy, NTSA:
  - a) defines, for the purpose of this provision, the terms set forth below as follows:
    - (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the pre-qualification process; and
    - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.
  - (b) Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;
  - (c) Will declare a Tender ineligible, for pre-qualification if at any time it determines that Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and
  - (d) Will have the right to examine financial records relating to the performance of such services to determine capability.

(e) Will have the right to inspect the business premises of the tenderer.

- 1.7. Tenderers shall furnish information as described in the pre-qualification tender document.
- 1.8. Tenderers shall be aware of the provisions on fraud and corruption stated in the standard contract under the clauses indicated in the Data Sheet.

### 1.9. **Professional Qualifications**

Professional service providers are required to be in possession of current practicing certificates from their professional bodies and standing without any disciplinary cases, due diligence will be carried out to ensure that they have not been disbarred.

### 1.10 **Facilities**

Suppliers and service providers are required to have access to computers and internet connectivity as communication to suppliers will be via emails to enable them provide adequate services and facilitate on real-time communication.

### 1.11 **Litigation against NTSA**

The Firms should disclose if they are engaged with past or pending litigation against NTSA and the nature of the litigation in order to avoid conflict of interest.

## 2. **DOCUMENTS COMPRISING THE REQUEST FOR REGISTRATION**

- 2.1 Tenderers may request a clarification on the Registration document up to seven (7) days before the Tender submission date. Any request for clarification must be sent in writing by mail, facsimile or electronic mail to the Purchaser's/Employer's address. The Purchaser/Employer will respond in writing by normal postal mail, facsimile or electronic mail to such requests and will send copies of the response to all Tenderers who intend to submit tenders.

## 3 **PREPARATION OF TENDER DOCUMENTS**

- 3.1 Tenderers are requested to submit a registration document written in English language.
- 3.2 Tenderers are expected to examine the documents comprising this Request for registration in detail. Material deficiencies in providing the information requested may result in rejection of a Tender.
- 3.3 Tenderers are required to meet the registration criteria stipulated in Section 2. Those who do not meet the requirements need not submit tenders. Only tenders, which fulfill these requirements, will be considered for detailed evaluation.
- 3.4 The registration documents shall not include any financial proposal information

### **3.5 Period of Validity**

The request registration must remain valid for not less than 120 days from the date of submission.

NTSA will make best effort to complete the registration process and communicate within this period.

## **4 SUBMISSION, RECEIPT, AND OPENING OF PRE-QUALIFICATIONS**

4.1 The original Registration Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialled by the person or persons who sign(s) the Pre-qualification Document.

4.2 An authorized representative of the Applicants should paginate and initial all pages of the tender document.

4.3 **One (1) original** Registration document for each category should be prepared and submitted on email or a plain sealed envelope marked:

**“REGISTRATION DOCUMENT FOR EACH CATEGORY WITH THE DESCRIPTION AND REGISTRATION NUMBER NTSA-REG-002/XXX/ 2016-2018”** to be delivered to:

**Director General  
National Transport and Safety Authority  
Hill Park Building  
Lower Hill Road, Upper Hill  
P.O Box 3206-00506  
Nairobi, Kenya  
[procurement@ntsa.go.ke](mailto:procurement@ntsa.go.ke)**

Where a tenderer is qualified for more than one category, submission must be done in **separate envelopes** for each category.

### **4.4 Deadline for Submission**

The submission of the Registration Document shall be on a continuous basis and shall be sent to the above address.

### **4.5 Tender Opening And Evaluation**

4.5.1 A committee of officials shall evaluate submissions on a continuous basis

4.5.2 National Transport and Safety Authority will prepare a record of the submissions

## **5 REGISTRATION EVALUATION**

5.1 NTSA will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.



- 5.2** Applicants shall not contact NTSA on the matter relating to their Registration Document from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by the Applicant to influence NTSA in the Registration Document evaluation shall result in the rejection of their application.
- 5.3** Registration will be based on meeting the minimum criteria regarding the Applicant’s legal status, general and particular experience, personnel and registration with relevant government agencies as demonstrated by the responses in the attached forms.
- 5.4** The applicants should have registered offices and NTSA reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods/services.
- 5.5** Applicants who qualify according to the selection criteria will be invited to submit their quotations for the provision of various services as and when required for 2 years.
- 5.6** NTSA reserves the right to accept or reject any or all Registration Documents without the obligation to assign any reason (s) for its decision thereof.

**5.7 Litigation**

Applicants must disclose any current litigation against the firm and briefly describe the nature of the litigation.

**5.8 Evaluation Criteria**

**REGISTRATION REQUIREMENTS**

<b>No.</b>	<b>Requirements</b>	<b>Score</b>
1.	Registration Submission Form addressed to Director General indicating the area or category of interest	Mandatory
2.	Company /Business Registration Certificate	Mandatory
3.	The National Treasury AGPO Certification for Youth, Women or PWD and necessary registration for those seeking consideration for works	Mandatory
4.	Latest CR 12 Certificate for Companies	Mandatory
5.	List of Directors/Proprietors and their Identification documents	Mandatory
6.	Valid Tax Compliance Certificates	Mandatory
7.	Duly completed business questionnaire	Mandatory
8.	Bank Reference Letter with a disclosure of the mandatory signatories to the account	Mandatory
9.	Sworn Anti-Corruption Affidavit Form	Mandatory
10.	Professional service providers are required to provide current practicing certificates from their professional bodies and to be good standing without any disciplinary cases, due diligence will be carried out to ensure that they have not been disbarred.	Mandatory

**Applicants have to provide all the above mandatory requirements for them be registered as suppliers .**

## **6 CONFIDENTIALITY**

- 6.1 Information relating to evaluation of Registration Documents and recommendations concerning registration shall not be disclosed to the Applicants until the registered firms have been advised accordingly.

# SECTION 2

## REGISTRATION SUBMISSION FORM

Date \_\_\_\_\_

Registration No. \_\_\_\_\_

To: **Director General**  
**National Transport and Safety Authority**  
**Hill Park Building**  
**Lower Hill Road, Upper Hill**  
**P.O Box 3206-00506**  
**Nairobi, Kenya**

Gentlemen and/or Ladies:

1. Having examined the Registration documents including Addenda Nos. ...the receipt of which is hereby duly acknowledged, We, the undersigned, offer to supply the required goods/services in accordance with your Request for Quotations and we hereby submit our Registration Document

2. Our Registration is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.

3. We understand that you are not bound to accept any tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign tender for an on behalf of \_\_\_\_\_



**CONFIDENTIAL PRE-QUALIFICATION BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applies to your type of business; and Part 3.

***You are advised that it is a serious offence to give false information on this form.***

<b>Part 1 – General</b>	
1.1	Business Name .....
1.2	Location of Business Premises. .....
1.3	Plot No..... Street/Road Postal Address ..... Tel No. .... E mail ..... (this email must be in operation as it will be used for sending out request for quotations)
1.4	Nature of Business ,.....
1.5	Registration Certificate No. .....
1.6	Maximum Value of Business which you can handle at any one time – Kshs.....
1.7	Name of your Bankers .....Branch .....
<b>Part 2 (a) – Sole Proprietor</b>	
2a.1	Your Name in Full ..... Age .....
2a.2	Nationality ..... Country of Origin ..... <ul style="list-style-type: none"><li>• Citizenship Details ..... .....</li></ul>

**Part 2 (b) Partnership**

2b.1 Given details of Partners as follows:

2b.2	<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
	1.....			
	2.....			
	3.....			
	4.....			

**Part 2 (c ) – Registered Company**

2c.1 Private or Public

.....  
.....

2c.2 State the Nominal and Issued Capital of Company-

Nominal Kshs. ....

Issued Kshs. ....

2c.3 Given details of all Directors as follows

	<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
	1.....			
	2.....			
	3.....			
	4.....			
	5.....			

**Part 3 – Eligibility Status**

3.1 Are you related to an Employee, Committee Member or Board Member of National Transport and Safety Authority? Yes \_\_\_\_\_ No \_\_\_\_\_

3.2 If answer in '3.1' is **YES** give the relationship.

.....  
.....  
.....

.....  
3.3 Does an Employee, Committee Member, Board Member of National Transport and Safety Authority sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes\_\_\_\_\_ No\_\_\_\_\_

3.4 If answer in '3.3' above is **YES** give details.

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.....

3.5 Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of it's affiliates that have been engaged by National Transport and Safety Authority to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation? Yes\_\_\_\_\_ No\_\_\_\_\_

3.6 If answer in '3.5' above is **YES** give details.

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.....  
.....

3.7 Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES\_\_\_\_\_ No\_\_\_\_\_

3.8 If answer in '3.7' above is **YES** give details:

.....  
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3.9 Have you offered or given anything of value to influence the procurement process? Yes \_\_\_\_\_ No \_\_\_\_\_

3.10 If answer in '3.8' above is **YES** give details

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I / We DECLARE that the information given on this form is correct to the best of my/our knowledge and belief and that I/We give NTSA authority to seek any other references concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's office, Bankers etc

Date .....Signature of Candidate .....

- If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration.

# SWORN ANTI CORRUPTION AFFIDAVIT FORM



## REPUBLIC OF KENYA

### IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT

### CHAPTER 15 OF THE LAWS OF KENYA

### AND

### IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET

### DISPOSAL ACT, 2018.

I, ..... of P. O. Box ..... being a resident of ..... in the Republic of Kenya do hereby make oath and state as follows: -

- 1. THAT** I am the.....; (Managing Director /Principal Officer /Managing Partner) of .....(Name of the Company/ Firm) which is a Candidate in respect of REGISTRATION No..... to supply goods/works/ services or consultancies to National Transport and Safety Authority and duly authorized and competent to make this Affidavit.



2. **THAT** the aforesaid Candidate has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of National Transport and Safety Authority, which is the procuring entity.
  
3. **THAT** the aforesaid Candidate, its servant(s) and/or agent(s) have not offered and will not offer any inducement to any member of the Board, Management, Staff and/or employee(s) and/or agent(s) of National Transport and Safety Authority.
  
4. **THAT** the aforesaid Candidate, its servant(s) and/or agent(s) have not been debarred from any procurement process.
  
5. **THAT** what is deponed to hereinabove is true to the best of my knowledge information and belief.

**SWORN at ..... by the said}**

.....}

}

on this ..... day of ..... 20... }

}

}

---

**DEPONENT**

Before me }

Commissioner for Oaths }

**NATURE OF BUSINESS**

DEFINATION OF BUSINESS .....

Indicate whether sole proprietor, Company or partnership

Specify and give descriptive details of the goods/services you wish to render (Select from list)

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**Indicate whether Manufacturers, Distributor, Retailer, Dealer or Agent, Contractor etc. If not a manufacturer, attach a letter of authorization for the dealership, agency etc.**



**TERMS OF PAYMENT**

Our Payment Terms are 30 days from the date of invoice/delivery on receipt/acceptance services.

**RANGE OF GOODS/SERVICES YOU SPECIALISE IN**

.....  
.....  
.....  
.....

**HAVE YOU PREVIOUSLY BEEN SUPPLYING GOODS/ SERVICES TO NATIONAL TRANSPORT AND SAFETY AUTHORITY?**

**IF YES, WHICH ITEMS/SERVICES**

.....  
.....  
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.....

**ATTACH COPIES OF LSO/LPOs INSTRUCTIONS:**

.....  
.....  
.....

**DO YOU HAVE ANY OUTSTANDING SUPPLIES WITH US? IF SO GIVE DETAILS**

.....  
.....  
.....

**HAVE YOU EVER FAILED TO HONOUR OUR INSTRUCTIONS? IF SO GIVE DETAILS**

.....

**HAVE YOU EVER BEEN BLACKLISTED BY PUBLIC ENTITY OR UNDER INVESTIGATION BY PPOA?**

YES..... NO .....

**CONFLICT OF INTEREST DISCLOSURE**

We/I the undersigned state that I have no conflict of interest in relation to this procurement

Signed .....

For and on behalf of M/s .....

In the capacity of .....

Dated this ..... day of .....2009

Organization's rubber Stamp .....

**CRIMINAL OFFENCE DISCLOSURE**

**I/WE NAME OF DIRECTOR (S) / PARTNER(S) : -**

A)..... (B) .....

have not been convicted of any criminal offence relating to procurement proceedings or the making of false statements or misrepresentations as to its registration to enter into a procurement contract within a period of three years preceding the commencement of these procurement proceedings.

Signed .....

For and on behalf of M/s .....

In the capacity of .....

Dated this ..... day of .....2009

Organization's rubber Stamp .....

**PART B (TO BE COMPLETED BY TENDERER'S PRINCIPAL OFFICER)**

**Format of Curriculum Vitae (CV) for Principal Officer and Five (5) Key Staff**

Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Company/Firm: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies:

Law Society of Kenya/ICPAK/ specify if any: \_\_\_\_\_

Previous assignments: \_\_\_\_\_

Key Qualifications:

{Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. }

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

{Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degrees/diplomas obtained }

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





In the table below, please indicate as appropriate the Region(s) where you wish to be considered for supply of the goods or services.

<b>REGION</b>	<b>CLOSEST LOCATION OF SERVICE PROVISION</b>	<b>TICK AREA OF INTEREST AS APPROPRIATE</b>
NTSA Headquarters	Nairobi/Thika/Machakos	
Coastal Region	Mombasa/Voi	
Western Region	Kisumu/Kisumu/ Kakamega	
Rift Valley Region	Eldoret/Kitale/Nakuru/ Kericho	
Northern Region	Embu/Meru/Garissa	
Central Region	Nyeri/Nyahururu	